

## SANDY CITY APPROVED CLASS SPECIFICATIONS

- |    |                        |                                       |                       |              |
|----|------------------------|---------------------------------------|-----------------------|--------------|
| I. | <u>Position Title:</u> | Assistant Director – Public Utilities | <u>Revision Date:</u> | 08/2014      |
|    |                        |                                       | <u>EEO Category:</u>  | Professional |
|    |                        |                                       | <u>Status:</u>        | Exempt       |
|    |                        |                                       | <u>Control No:</u>    | 20543        |

II. Summary Statement of Overall Purpose/Goal of Position:

An Appointed Category 1 position under the general supervision of the Director of Public Utilities, assists with the management of operations, budgeting and personnel in the Public Utilities Department. Oversees issues that cross department and division lines. Supervises Support Services division staff.

### III. Essential Duties:

- Assist the Department Director in the planning, development and implementation of department-wide activities and services.
- Provide direct supervision/management over the Support Services division.
- Manage department related budgets and prepare budget proposals.
- Supervise department support staff; assist in hiring, training, motivating, disciplining, evaluating and terminating employees.
- Plan, coordinate and implement department-wide activities and programs.
- Represent the Department Director at meetings or functions within the department, with other City departments or with outside organizations.
- Manage and coordinate department personnel activities.
- Manage and oversee department purchasing activities.
- Interact and coordinate with other City departments.
- Serve on various committees as needed.

#### IV. Marginal Duties:

- Respond to public inquiries, complaints and requests.
- Respond to emergency situations.
- Perform other duties as assigned

## V. Qualifications:

**Education:** Requires a bachelors and or masters degree in public administration, business administration or related field.

**Experience:** Requires three to five years or management experience in local government with at least two years of supervisory experience.

**Certifications/Licenses:** Requires a valid Utah Driver's License.

**Probationary Period:** Not Applicable. This is an appointed position exempt from the protections described in Utah Code Ann. Section 10-3-1105(1)(a).

**Knowledge of:** Management principles and practices including governmental budgeting and monitoring, computer capabilities, research and analysis methods, personnel policies and procedures and project management; a working knowledge of the City's water and storm water systems, as well as other major departmental functions.

**Responsibility for:** Great responsibility for supervising support staff, managing multiple assignments, organizing, delegating and establishing meaningful goals; coordinating department-wide activities that facilitate the operational needs of each division or section; making decisions which affect the activities of others—what they do, how to do it and when.

**Communication Skills:** Communicate effectively verbally and in writing; ability to furnish and obtain information from other departments; contact with other departments requiring tact and judgment to avoid friction; frequent contact with the public; ability to make both written and oral presentations to other employees, the public and executive level staff; ability to keep employees informed about events, policy changes and other department related programs.

**Tool, Machine, Equipment Operation:** Regular use of telephone, computer, copy machine, fax machine, calculator and city or personal vehicle.

**Analytical Ability:** Ability to organize, delegate, and establish meaningful goals; prepare and present highly complex reports in verbal and written form; establish effective working relationships with employees and the public; prioritize tasks; apply complex concepts to the solution of problems and performance of assigned duties; work independently with little supervision; requires a well developed sense of strategy and timing.

VI. Working Conditions:

*Physical Demands:* While performing duties of job employee may frequently bend, stoop or crouch; and frequently communicates with others. Employee may sit or stand for long periods of time and may occasional move up to 20 pounds.

*Work Environment:* Generally comfortable working conditions. The noise level in the work environment is usually minimal, with occasional increased noise exposure. Great mental effort is required daily; a great amount of pressure and fatigue is present during an average workday; frequent exposure to stressful situations as a result of human behavior and constant deadlines. Moderate exposure to overtime; some evening and weekend work required. Occasional field work and exposure to traffic and construction site hazards; occasional need to deal with emergencies.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY \_\_\_\_\_ DATE \_\_\_\_\_

PERSONNEL DEPT. APPROVED BY \_\_\_\_\_ DATE \_\_\_\_\_